Snack Shack Coordinator

Reports to: COO/CEO

FLSA: Hourly, non-exempt

Summary: The Snack Shack Coordinator will be focused on envisioning and creating a profitable, interesting, mission inspired Snack Shack operation as well as a memorable and original addition to the CMBG guest experience.

Essential Functions: (This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)

- Oversee staffing of the Snack Shack, including participating in selection and training.
- Oversee the daily operations of the Snack Shack, including staff schedules, stocking, product familiarity, cash handling and register closeout.
- With Food Services and Gardenshop Managers, select seasonally appropriate items for sale in the Snack Shack.
- Ensure that the Snack Shack and adjoining area is set up in an inviting manner, consistent with CMBG branding.
- Run a point of sale system, receive money and make change, operate a coffee machine and blenders.
- Track, manage, and learn from sales and inventory reports to ensure we are best meeting the needs of our guests and maintaining profitability.
- Conduct or oversee assigned inventory cycle count

Qualifications:

- Retail experience
- Highly motivated and self-directed
- An entrepreneurial spirit, responding to the needs and interests of guests throughout the season
- Excellent verbal communication and team building skills
- Customer service driven
- Working familiarity with POS
- Ability to stand for long periods of time
- Must be able to lift 40lbs occasionally
- Niceness

Work schedule:
This is a seasonal position, April 1 – October 31 for approximately 30 – 40 hours/week and includes working Gardens Aglow, mid-November-December 31, Thursday through Sunday, 2:00-9:30 pm.

Physical and environmental factors:

The work is performed primarily in a small sheltered outdoor location with some exposure to hot, cold and wet conditions. Long periods of standing are required, along with occasional lifting and carrying up to 40 pounds. Sufficient manual dexterity to handle small items and cash.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

Updated 1/30/2020